

## **T - RECREATION ASSISTANT**

### **JOB DESCRIPTION**

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**Division:** Parks & Recreation  
**Exempt/Non-exempt:** Non-exempt  
**Pay Grade:** NEG  
**Workers Comp Code:** 9102

**Position Number:** 1592 - 1  
**EEO Category:** 05  
**EEO Function:** 06  
**Effective Date:**

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#### **SUMMARY**

Assists with preparing special events and daily recreational activities for the Neal Recreation Center and Parks and Recreation Division.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assists in organizing daily activities and developing and organizing public recreation events in the Recreation Center and other recreational areas.  
Prepares and maintains daily clerical reports.  
Observes and enforces all rules and regulations of the facility.  
Maintains a clean, safe and sanitary facility.  
Attends training sessions and staff meetings as scheduled.  
Assists the Neal Recreation Center Supervisor and staff with related duties.  
Responds regularly and promptly to work.

#### **EDUCATION/EXPERIENCE**

##### Required:

Sophomore classification in high school.  
Must be at least 16 years of age.

##### Preferred:

High school diploma or GED.  
Some experience in working with the public (especially children).

#### **SKILLS/ABILITIES**

Spanish speaking abilities preferred.  
Ability to operate computer and cash register.  
Ability to design and write public information material.  
Good written and verbal communication skills.

#### **SPECIAL REQUIREMENTS AND LICENSES**

American Red Cross certified CPR and first aid or ability to certify within 30 days of employment.

#### **WORKING CONDITIONS AND PHYSICAL DEMANDS**

##### Physical effort includes:

Lifting 50 pounds from floor to waist, 50 pounds from waist to shoulder, 40 pounds overhead and carrying 50 pounds for 50 feet.  
Working in temperatures exceeding 90 degrees F. and below 32 degrees F.  
Working in the presence of pollen and poisonous insects and plants.  
Sitting and walking.

#### **EQUIPMENT**

Computer, copier, 35 mm camera, video camera, sound system, scoreboard and telephone.